

## 19.150 SEPARATION FROM DEPARTMENT SERVICE: RESIGNATION/RETIREMENT

**Reference:**

Collective Bargaining Agreement Between the City of Cincinnati and FOP Queen City Lodge 69

**Purpose:**

Establish resignation and retirement guidelines for Department personnel to follow.

Establish a process for the Police Department to retrieve Department property from separating personnel.

Allow the Police Department to obtain information concerning the reason an employee terminates employment.

Establish a procedure for retiring personnel to buy their issued handgun.

**Policy:**

A sworn employee selecting Retirement Option 1, as defined in the current labor agreement, relinquishes all police authority and the position held by the officer will be declared vacant.

**Procedure:****A. Voluntary Resignation**

1. All employees contemplating voluntary resignation will:
  - a. Contact the Employee Relations Unit to coordinate the exiting process.
    - 1) Employee Relations Unit will:
      - a) Explain benefits to sworn employees.
      - b) Refer non-sworn employees to City Retirement.
      - c) Provide employees with a Form 17, Resignation Form.
    - 2) After employees complete and sign the Form 17, Resignation Form, Employee Relations Unit will immediately fax a copy to the Police Chief's Office.
      - a) Route original Form 17, Resignation Form, through channels.

2. Sworn employees are requested to notify their district/section/unit commander at least two weeks before their effective day of resignation.
  - a. The Form 17, Resignation Form, must state the last day the member will work. Resignation will be effective the first day after the employee's last day on the City payroll.
3. Employee Relations Unit will contact the police psychologist to schedule a voluntary exit interview for all employees.
  - a. The exit interview will become part of the confidential file maintained by the police psychologist.
    - 1) The results of the exit interviews are compiled by the police psychologist and periodically forwarded to the Police Chief.
  - b. Off-duty personnel will be compensated according to the provision of the current labor agreements.
4. A sworn employee desiring return of pension fund contributions must complete an Application for Refund of Accumulated Contributions form available from the Ohio Police and Fire Pension Fund.

B. Retirement

1. Sworn employees anticipating retirement will:
  - a. Contact the Employee Relations Unit to coordinate the retirement process.
  - b. Sworn employees are requested to notify their district/section/unit commander via Form 17, Retirement Form, at least two weeks before their effective day of retirement. The form must state the last day the member will work. Retirement will be effective the first day after the employee's last day on the City payroll.
    - 1) The district/section/unit commander will sign and forward the Form 17, Retirement Form, to the affected bureau commander. The bureau commander will sign and forward the form to the Police Chief who will forward it to Personnel Section.
  - c. Complete and sign all forms requested by the Employee Relations Unit.
2. Employee Relations Unit will explain pension benefits, hospital insurance, etc.

3. A lump-sum payment will be made for accumulated sick time, compensatory time, vacation time, shift differential, and prorated longevity pay in accordance with the current labor agreement.

C. District/Section/Unit Responsibilities

1. District/section/unit commanders will ensure all time records (computer printouts of Holiday, Compensatory Time, and Fair Labor Standards Act balances, shift differential forms, and Forms 25s and 68P) and the employee's Personnel Information Sheet are hand-delivered to Employee Relations Unit by the end of the next business day following the separation.
  - a. The district/section/unit commander will verify the balances, shift differential total, and clothing allowance.
  - b. The timekeeper will conduct an audit of overtime for time earned during the employee's last 36 months of employment and forward it to the Employee Relations Unit.

D. Return of Department Owned Equipment

1. The separating employee's district/section/unit commander is responsible for the return of Department owned equipment.
  - a. An employee separated from service for any reason will:
    - 1) Obtain Form 624, Police Department Uniforms and Equipment, from Employee Relations Unit or Supply Unit.
    - 2) Return all equipment listed on Form 624 to the Supply Unit. Return radios, pagers, etc., to Police Communications Section.
      - a) The district/section/unit of assignment is responsible for collecting MUTT, CPI, and NTA books.
2. Supply Unit will check all records and returned equipment against the Form 624 and verify all Department property was returned.
  - a. If the Form 624 is incomplete or there is a discrepancy, Supply Unit will send a copy of the Form 624 to the separated employee's district/section/unit commander for resolution.
    - 1) If Department property is not returned, the employee being separated must either replace the missing item or pay the current cash value for replacement of the item.
      - a) Failure to follow this directive will result in the holding of future paychecks until the Department is compensated.
  - b. Supply Unit will retain the original Form 624 and forward a copy to Finance Management Section.

E. Sale of Service Handgun to Retired Personnel

1. Upon retirement, sworn members shall be afforded the opportunity to purchase the issued handgun.
2. In accordance with the current FOP labor contract, the FOP will pay a \$1.00 fee for the handgun.
3. Retiring personnel wishing to buy their handgun will bring the issued handgun to Employee Relations Unit at least two weeks before retirement.
  - a. Employee Relations Unit will check the handgun for the correct serial number and complete a Form 17. After the retiring employee signs the Form 17, Employee Relations Unit will forward the Form 17 to the Police Chief for his signature.
    - 1) The original Form 17 will be forwarded to the Supply Unit and a copy will be placed in the retiring employee's personnel jacket.
  - b. Handguns will not be released without written approval from the Police Chief.

F. Recognition of Service Upon Retirement

1. After retirement, Personnel Section will provide retirees with a certificate indicating their honorable retirement and a copy of their personnel jacket. Retirees will also receive a badge for each rank held throughout their career. Supply Unit will notify retirees when the badge(s) are ready to be picked up.